

| DUTY STATEMENT | | |
|---|---|--------------|
| CLASSIFICATION: Office Manager I | POSITION NUMBER: 760-4523-003 | CBID: M01 |
| WORKING TITLE: | DIVISION: Siting,Transmission and Environmental Protection | |
| DATE PREPARED: March 25, 2009 | OFFICE: Environmental Protection | |
| KEY: (E) IS AN ESSENTIAL AND (M) IS A MARGINAL FUNCTION | | |

Under the general direction of the Deputy Director, Siting, Transmission and Environmental Protection Division, the Office Manager plans, organizes, directs and manages the staff and activities of the Environmental Protection Office. In addition, the Office Manager advises the Deputy Director, Executive Director and Commissioners on a broad range of energy and environmental issues and procedures and may serve as the Division's or Commission's representative on various regional, national, professional and governmental bodies that significantly influences the state's energy and environmental programs.

WORKING CONDITIONS: The work is performed in an indoor office and/or meeting room settings involving sitting, standing, and/or walking. Travel is required to participate in workshops, hearings and outdoor power plant site visits that may consume up to 40% of the time. Additional hours beyond an eight-hour workday or forty-hour workweek may be required.

DUTIES AND RESPONSIBILITIES: While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, utilizing a personal computer and appropriate Commission software such as word processing, electronic mail and Internet, participate in and lead meetings with other staff and with other agencies. The incumbent will:

- 45% Plan, organize, direct and manage the work of the Environmental Protection Office staff of scientists, public health specialists, air quality engineers, water quality engineers, and community resource specialists. This includes working with the staff, supervisors, siting and compliance program managers and program manager for energy and environmental issues to ensure that these programs are supported with technical staff and that the operate efficiently and effectively to achieve their mission, goals, and objectives. (E)
- 10% Assist the Deputy Director and the Division's management team in establishing and implementing Division programs, policies and procedures. (E)
- 10% Advise the Deputy Director, Executive Director, Commissioners and others on energy and environmental policy and procedures. (E)
- 10% Train, develop and manage the supervisors in the Land Use, Traffic and Transportation, Visual Resources and Socioeconomics Unit; Biology and Cultural Resources Unit; Water,

CLASSIFICATION: OFFICE MANAGER I
POSITION NUMBER: 760-4523-003
DATE PREPARED: March 25, 2009
Page 2

Soils, and Waste Management Unit, Air Quality and Health Unit; and the Environmental Office secretary. (E)

- 10% Prepare, monitor and update office work plans, prepare staffing budget, and quarterly reports. (E)
- 10% Coordinate with federal, state, regional and local agencies, potential applicants, utilities and other groups affected by or interested in the Division's environmental programs and represent the Commission before federal, state and local agencies on energy and environmental issues. (E)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

| SIGNATURES | | | |
|--|------|---------------|------|
| I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position | | | |
| <hr/> | | <hr/> | |
| Vacant | Date | Terry O'Brien | Date |
| Employee | | Supervisor | |